

TUITION ASSISTANCE PROGRAM APPLICATION

INSTRUCTIONS: See back of form

EMPLOYEE NAME (PLEASE PRINT)		WORK PHONE NUMBER	APPLICATION DATE		
POSITION TITLE		DEPARTMENT	DATE OF HIRE		
NAME OF SCHOOL		STARTING DATE OF COURSE(S)			
REIMBURSEMENT IS REQUESTED FOR COURSEWORK THAT IS NAME OF DEGREE PROGRAM:		<input type="checkbox"/> DIRECTLY JOB-RELATED <input type="checkbox"/> WITHIN A JOB-RELATED UNDERGRADUATE DEGREE PROGRAM <input type="checkbox"/> ACCREDITED SELF STUDY COURSE			
(Attach Copy of Technical College, Undergraduate, or Graduate Level Program)					
Course Title	Course No.	Credit Hours	Tuition Cost	Other Costs*	Total Cost
* Description of Other Costs:					
HOW ARE PROPOSED COURSES OR DEGREE OF VALUE TO YOUR PRESENT JOB?					
ARE YOU ELIGIBLE FOR AID FROM OTHER SOURCES? (e.g., Veteran's Educational Program, Scholarships, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN:					

IT IS MY UNDERSTANDING THAT:

- 1) Reimbursement will be limited to 66% of tuition, books, course-required materials, and lab fees up to \$500 per semester; with a maximum reimbursement of \$1000 per calendar year.
- 2) Reimbursement will be made only upon the presentation of evidence of satisfactory completion of the course(s) (Grade of "C" or better for an undergraduate course; a grade of "B" or better for a graduate level course; and a "Pass" for a "pass/fail" course) and paid receipts for tuition, books, materials, and lab fees.
- 3) Grade report and original paid receipts must be presented to the County Administrator together with a completed Tuition Assistance Program Payment Authorization form no later than thirty (30) days following course completion.
- 4) To be eligible for reimbursement, I must remain on the payroll as a regular full-time or part-time employee for one (1) year after course completion or I agree to repay 100% of the tuition expenses provided to me during the previous twelve (12) months. I authorize Bayfield County to withhold any remaining amount from my pay(s) as required.
- 5) I FURTHER UNDERSTAND THAT participation in the Tuition Assistance Program is not an employee right and although the County expects to continue this program in the future my participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, my work record at the time of enrollment, or other related factors. Curtailment of the program will not affect payment for a course that has been previously approved.

_____ Employee Signature _____ Date

DEPARTMENT HEAD/IMMEDIATE SUPERVISOR: I ___ RECOMMEND ___ DO NOT RECOMMEND approval of the above course(s) for the following reasons: _____ _____ _____	
Signature _____	Date _____
(DEPARTMENT HEAD/IMMEDIATE SUPERVISOR)	
COUNTY ADMINISTRATOR: Request: ___ APPROVED ___ DENIED ___ ELIGIBILITY VERIFIED Comments: _____ _____	
Signature _____	Date _____
(COUNTY ADMINISTRATOR)	

TUITION ASSISTANCE PROGRAM APPLICATION

INSTRUCTIONS

1. Discuss your educational plans with your Department Head and/or Immediate supervisor.
2. Complete the form, sign, and submit it to your Department Head and/or immediate supervisor for recommendation to approve or deny. **THE FORM SHOULD BE RECEIVED BY THE PERSONNEL DEPARTMENT AT LEAST THIRTY (30) DAYS, BUT NO SOONER THAN NINETY (90) DAYS PRIOR TO THE START OF THE COURSE.**
3. The Department Head and/or immediate supervisor will forward form to the County Administrator for approval.
4. The County Administrator will notify the Department Head and/or immediate supervisor and employee of the final decision.
5. If approved, employee must complete a signed Tuition Assistance Program Payment Authorization form and submit it along with original paid receipts and grade report to the COUNTY ADMINISTRATOR WITHIN THIRTY (30) DAYS FOLLOWING CLASS COMPLETION.

POLICY

The Bayfield County Tuition Assistance Program is designed to provide financial assistance to employees who voluntarily enroll in job-related, educational courses that are of benefit to the County as an employer.

ELIGIBILITY

Regular full-time and part-time employees who are not eligible for other County-sponsored programs which provide reimbursement or compensation for attending or having attended school, are eligible for tuition assistance under this program.

ACCEPTABLE COURSEWORK

Tuition Assistance benefits are available for:

- * Courses which are directly related to the employee's current job, would improve their skills on the job, and would allow the employee to be considered for promotional opportunities within the County. Elective courses selected in pursuit of a degree are eligible for reimbursement subject to the requirements of this policy.
- * Courses within relevant technical college, undergraduate, or graduate level programs. Acceptable degree programs are those that relate to County functions, or services.

REIMBURSEMENT

Expenses which may be reimbursed under this program include tuition, books, course-required materials, and lab fees. The County will pay 66% of these educational costs up to \$500 per semester, with a maximum reimbursement of \$1000 per calendar year.

Reimbursement will be made only after satisfactory completion of the course(s). This is interpreted as at least a grade of "C" or better for an undergraduate course or a grade of "B" or better for a graduate level course. Courses taken on a "pass/fail" basis may be allowed, but only if approved in advance by the Department Head and the County Administrator.

MINIMUM EMPLOYMENT AFTER REIMBURSEMENT

Employees are required to maintain employment with the County for one (1) year after course completion. If an employee does not remain employed with the County for one year, they must repay 100% of the tuition expenses provided to them during the previous twelve (12) months. Employee authorizes withdrawal from their final paycheck as necessary to reimburse the county.

PARTICIPATION GOALS

To the greatest extent possible, all regular employees who meet the Tuition Assistance program qualifications will be afforded access to the program.

However, participation in the Tuition Assistance Program is not an employee right. An employee's participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, an employee's work record at the time of enrollment, or other related factors. Curtailment of the program will not affect payment for a course that has been previously approved.

PROGRAM LIMITATIONS

1. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid before applying for benefits under the County's Tuition Assistance Program.
2. All courses must be taken outside an employee's regular work hours. Vacation, PTO, floating holiday, compensatory time, or an adjusted work schedule may be used if Department Head approval has been given. Adjusted work schedules may be authorized only when they are not in violation of any Federal overtime laws or collective bargaining agreements.
3. Reimbursement of educational expenses will not be made to an employee who terminates employment with the County before completion of the course(s).
4. Reimbursement will not be made to an employee who withdraws from the course(s) for any reason.
5. Workshops, seminars, conferences and in-service training are not part of the Tuition Assistance Program.

FOR MORE INFORMATION CONTACT THE COUNTY ADMINISTRATOR AT (715) 373-6181